Approved For pease 2004/01/29 CIAFRD 83-00156F001000090005-3 6 Perruary 1979

1. The initial meeting of the CT Program Task Force was held on Friday, 2 February 1979. in the Director of Training's (DTR) Conference Room. The meeting was chaired by Harry Fitzwater, DTR, and attended by Future meetings Future meetings will be held every Thursday at 0900. Each week the Directorate of Operations (DO) will be represented by either or will reserve parking spaces for those driving to C of C Building each week.	MEMORANDU	JM FOR THE RECORD	
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25X1	6. brought up the option of direct hire. Area Divisions have had CTs in the program for an entire year and been able to "pick and choose"; now, an option is to direct	
25X1	7. Mr. Fitzwater reported that the DDO agreed if the CT Program finds someone who must have a job before the next class	
25X1	begins, they be brought on board and put into language training. said along the same line, the Director has given permission for NFAC and DDS&T to put individuals on contract doing unclassified research until they are fully cleared.	
25X1 25X1	said more productive use of the pre-poly could be made, and requested that, on a selective basis some of the pre-polys be done on the West Coast. agreed to look into that possibility.	
25X1	8 noted that asked OP to run a "blind" advertisement for the type of individuals they are looking for, and they were asked to refer to us applicants who do not fit their requirements. Where the recruiters stand in the way of advertising is one of the things feels should be included in the reporting system. From 15 January to 15 February, there are ads scheduled in 13 large metropolitan dailies. OP has 460 CT prospects scheduled for appointments. This number is 15% of the total resume responses to the adsthe ones who look good enough to interview. In addition, OP has applications out to 311; ordinarily, a 60% return can be expected. OP Recruitment reports usually cover the period Thursday to Thursday. The recruiters will be asked to change their reporting times from COB Wednesday to noon Wednesday in order to have the report ready Thursday morning	· *
25X1	9. The DTR asked whether Recruitment would need help interviewing any of the 460 applicants scheduled for appointments. added that his report shows when recruiting assistance has been requested. It was agreed that recruitment assistance would be coordinated through the CT Staff. If the CT Staff cannot provide assistance, C/CTS will contact	

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X1 X1	10. added a footnote regarding the funding of DO travel to assist the recruiters. If the travel is for screening, the travel costs will be borne by the Career Management Staff. On the other hand, if the travel is to assist in the actual selection, the area desks will pay travel costs.	
	11. The Office of Training has compiled a list of individuals willing and able to help in the recruitment effort. The possibility of a one-day crash training course for them was discussed. In the meantime, was charged with working with the Recruitment Division to put together some recruiting guidelines.	25) 25)
X1 X1	12. The DCI has a letter in the current edition of the CIRA Newsletter asking the retirees to submit recommendations for potential candidates. Also, this month OP will send letters to appoximately 3,000 CIARDS retirees asking for recommendations for CT candidates.	25)
X1	13. Mr. Fitzwater asked what the cut-off date is for processing people for the 16 July 1979 CT Class. said 1 May is the cut-off date for Security; however, if an individual has had a pre-polygraph, the cut-off time is 15 May.	25)
X1	14. Based on previous class statistics, we must see 1,100 resumes, interview 691 prospects, and put 180 into process in order to meet a class quota of 60. Counted toward the estimated 691 full files needed (PHS, interview report, etc.), OP had 81 in November, 129 in December, and 107 in January. At that rate, with a 1 May cut-off date, we will not meet the class quota of 60.	
X1 X1	15. Similarly, added that OMS interviews about 200 doctors and puts 5 into process in order to hire one individual.	
X1	16. Personnel is working with Security on the development of a new PHS form, which should be ready in the next two weeks. The new form will contain a more detailed section on drug use. Also, would like to have the recruiters inform applicants what the Agency drug policy is and advise them if they do not feel they can comply with this policy, they should not proceed with their application.	25)

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1	17. OP's reporting will leave off with "files received." At that point, the CT Staff will report on the files reviewed, whether the decision was made to reject or interview at Headquarters or in the field, and arrangements for testing and processing.	
.1	procedures. If, for instance, an applicant notes "bad back" on his application, OMS calls the individual and requests the necessary supportive information. A tickler system is maintained and few problems are encountered with clinical clearances.	
1	19. Psychological clearances, on the other hand, present more of a problem. A step in the right direction was the recent agreement to do the first part of the PAT Bs in the field at regional testing centers (at last count, there are 95 centers). Also, the special mail box arranged for receiving the tests has avoided handling delays. When the PAT Bs are received, they are run through a scoring machine, and the raw scores are fed into a computer to be comparatively scaled. agreed to brief at the next meeting on this process. It was agreed that we need to know each week how many PAT Bs	
	are in the queue to be scored, and what the earliest date is of PAT Bs we are waiting for, and whether the bottleneck is in the scoring machine or the computer.	25
	20. Another problem to be addressed is the fact that Psychological Services Staff (PSS) is not fully staffed. There were four psychologists when the quota was 30 CTs a year; now the quota has increased drastically and there is one less psychologist. Additionally, there are 26 weeks left before the cut-off processing date for the July Class, and the psychologists will be participating in the Program on Creative Management for four weeks during that period. With increased Agency emphasis being put on management training, that requirement will remain valid.	25)
1	21. It was agreed that to some extent the "feast or famine" situation in PSS cannot be avoided. There are certain times, such as semester breaks, when many applicants are available to come to Headquarters for processing. said PSS can process 10 CTs a week; however,	
	it was agreed that something would have to be done in order to increase that number; otherwise, the class quota will not be met. An additional reporting item for OMS at the weekly meetings is the number of PSS psychological assessment	
.1	write-ups in the queue.	

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Executive Secretary